

PHILIP MORRIS U.S.A.

INTER-OFFICE CORRESPONDENCE  
120 PARK AVENUE, NEW YORK, N.Y. 10017

TO: SSD's and SOPM's

DATE: May 17, 1991

FROM: Headquarter Sales

SUBJECT: Quarterly Price Value Budget Orders

Orders for Price Subsidy items must be entered by the close of business on the 15th and 29th of each month. All entered coupon orders will be aggregated with shipments beginning the following day. At this time, the order screens will not allow orders to be placed. In three days, the screens will be re-opened. Coupons will arrive to designated depots two weeks after the orders have been aggregated.

Sections that order in excess of their budget will be contacted on the 15th and 29th and instructed to re-enter their orders. If you are not available on these dates, your order will not be shipped and you will need to re-enter for the next shipping period.

The first week of June, Third Quarter Coupon Budgets will be sent to all sections. At this time, you will also be informed of any remaining dollars from your Second Quarter Budget.

As a reminder, accounts which require VPR's on an on-going basis must be approved by Section Directors. A list of these accounts should be faxed to Debbie Hufford, at the New York Office (fax # 212-880-3344).

/lr

cc: J. Nellenbach  
S. Sabella

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